



Ministry  
of Justice



National Offender  
Management Service

# National Standards for the Management of Offenders

In England and Wales

Applicable from 1<sup>st</sup> February 2015

# National Standards for the Management of Offenders 2015

These standards have been developed by the Ministry of Justice and are issued by the Secretary of State under section 7(1) of the Offender Management Act 2007. They apply to all providers of probation services engaged in the management of offenders and delivering the sentence of the court<sup>1</sup>.

One of their functions is to relate those activities covered by the Standards to the objectives of implementing sentences of the court in accordance with one or more of the purposes of sentencing:

- The punishment of offenders
- Reducing crime
- The reform and rehabilitation of offenders
- The protection of the public
- The making of reparation by offenders to persons affected by their offences

---

<sup>1</sup> Where the sentence of the court contains solely electronically monitored requirements standards 4,5,6,& 7 will not apply

### **Standard 1 - Record keeping**

- (a) Contacts with or with reference to the offender are recorded
- (b) Records are kept up to date, stored securely, and are accessible to appropriate parties

### **Standard 2 - Court Services**

- (a) Courts are provided with information to support their decision making
- (b) Sentencing decisions and information from court proceedings are communicated to all relevant parties within the required timescale
- (c) A report is prepared for decision making bodies within the required timescale

### **Standard 3 - Allocation of Cases**

- (a) Offenders are allocated to the appropriate provider of probation services
- (b) The identity of the allocated responsible officer/supervising officer/supervisor is clear at all times
- (c) There is an appropriate system of induction for each offender. Commitments, obligations and rights, including the consequences of failing to comply, are clearly explained at the start of a community order or suspended sentence order and those subject to a licence period and/or supervision period

### **Standard 4 - Planning**

- (a) A Plan includes:
  - the identification of the current Risk of Serious Harm level of that offender
  - the proposed management and mitigation of the current Risk of Serious Harm level if that offender presents a medium or high Risk of Serious Harm
  - the needs of the offender in the context of the delivery of the sentence and the identification of the likelihood of that offender reoffending
  - the activity to be undertaken with the offender to deliver that part of the sentence of the court to be served in the community and to reduce the likelihood of reoffending
- (b) For a community order or suspended sentence order a Plan is completed post sentence
- (c) For custodial sentences contact and planning is undertaken in co-operation with other providers of probation services and a Plan is prepared no more than 12 weeks before release and completed post release

### **Standard 5 - The plan is implemented**

- (a) For offenders subject to a community order or suspended sentence order, the first face-to-face appointment with the offender is arranged to occur within five-working days of the allocation of the offender
- (b) For offenders released subject to a licence or post sentence supervision period a face-to-face appointment with the offender is arranged to occur within one-working day of the offender's release from custody. Purposeful contact is established at the pre-release stage and maintained following release from custody
- (c) The Plan is implemented and updated as appropriate
- (d) Engagement with community resources is facilitated as an integral part of implementing the Plan
- (e) Transfer of offenders between probation providers is arranged to maintain continuity and effective management of the offender and delivery of the sentence

### **Standard 6 - Risk Management**

- (a) The offender's risk of causing serious harm is managed, using a multi-agency approach where appropriate
- (b) For offenders initially assessed as low or medium level risk of serious harm where there are indications that the risk of serious harm level may have increased to high the case is referred to the National Probation Service
- (c) Immediate risk management action and activities are undertaken where the offender presents an immediate risk of causing serious harm to the public, known victims or other individuals

### **Standard 7 - Victims**

- (a) The statutory duties in respect of victims are undertaken

### **Standard 8 - Approved Premises**

- (a) Prospective residents are identified and referred
- (b) A residence plan is prepared
- (c) Residents undertake a planned programme

### **Standard 9 – The sentence is enforced**

- (a) Where an offender fails to comply with a requirement of a community order, suspended sentence order or post sentence supervision period and has not provided an acceptable explanation, a warning is issued or appropriate action is taken within six-working days of the last failure to comply or immediately where there are public protection concerns
- (b) Where an offender fails to comply with a condition of the post release licence and has not provided an acceptable explanation, a warning is issued or appropriate action is taken within two hours of the decision to seek recall for emergency cases and within 24 hours for non emergency cases

### **Standard 10 - The Plan is reviewed**

- (a) The Plan is reviewed where there is new information which indicates a significant change in the offender's circumstances
- (b) The Plan is reviewed following notification that an offender has been recalled to custody or following committal to custody for breach of the post sentence supervision period

### **Standard 11 - Completion of Sentence**

- (a) An evaluation of the extent to which the objectives of the Plan have been achieved is undertaken

### **Standard 12 - Delivering the Sentence Requirements**

- (a) Offenders are prepared for and undertake all activity set out in the Plan to meet the requirements of a community order, suspended sentence order, licence or post sentence supervision period

The requirements of a community order or suspended sentence order (the availability of which will vary according to the type and date of offence) are determined by the court and can include the following:

- Unpaid work (known as Community Payback)
- Curfew
- Rehabilitation activity (from 1 Feb 2015)
- Programme
- Mental health treatment
- Drug rehabilitation
- Alcohol treatment
- Prohibited activity
- Exclusion (being banned from entering a specific place)
- Residence (a requirement to live at a specified address)
- Attendance centre (Under 25s only)

- Supervision requirement (for offences pre Offender Rehabilitation Act 2014)
- Activity requirement (for offences pre Offender Rehabilitation Act 2014)
- Foreign travel prohibition

The conditions of a licence, and the requirements of a post-sentence supervision period, are set on behalf of the Secretary of State. All licences include a set of standard licence conditions, which are:

- i) To keep in touch with your supervising officer in accordance with any instruction you may be given
- ii) If required, to receive visits from your supervising officer at your home/place of residence (e.g. an Approved Premises)
- iii) To permanently reside at an address approved by your supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address
- iv) To undertake only such work (including voluntary work) approved by your supervising officer and notify him or her in advance of any proposed change
- v) Not to travel outside the United Kingdom unless otherwise directed by your supervising officer (permission for which will be given in exceptional circumstances only) or for the purpose of complying with immigration/deportation
- vi) To be well behaved, not to commit any offence and not to do anything which could undermine the purpose of your supervision, which is to protect the public, prevent you from re-offending and help you to re-settle successfully into the community

In addition, discretionary conditions or requirements can be imposed during the licence or post-sentence supervision period.

The following conditions/requirements can apply to licences and the post sentence supervision period. These are in addition to the existing discretionary conditions that can be applied to licences and post sentence supervision:

- Drug testing requirement
- Drug appointment requirement